

RFP Clarifications Memorandum

To: Vendors Responding to RFP Number 3784 for the Mississippi Department of Human Services (MDHS)
From: Craig P. Orgeron, Ph.D.
Date: November 9, 2015
Subject: Clarifications to Specifications # 3
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The State failed to amend RFP No. 3784 in Amendment No.2, *Vendor Questions and Answers Memo*, to reflect a change brought about by the State's response to Question #74. In that response, the State agreed that the Requirements Traceability Matrix deliverable should be moved to Phase II. Therefore, the State is providing the following amendments to RFP No. 3784.

1. Section VII, Item 10.1.8, Requirements Traceability Matrix is moved and modified as follows:

~~10.1.8~~

10.3.8 Development of a Requirements Traceability Matrix is a Phase II deliverable. The Vendor is responsible for performing a detailed analysis with the State to review documented business requirements. The Vendor shall provide an interactive approach for facilitating this system analysis and business process design by demonstrating how the modules can be configured and customized, where required and approved, to satisfactorily meet the State's requirements. In its proposal, the Vendor shall describe its methodology for conducting a formal fit/gap analysis documenting the disposition of each requirement into an RTM, the resolution of identified gaps (e.g., customization, workaround), based on the responses and any additional requirements that may be identified during this process.

2. Section VII, Item 10.1.9, Requirements Traceability Matrix is modified as follows:

10.1.9 Written Deliverables – In its proposal, the Vendor shall provide a schedule of when the deliverables listed below will be made available based on the applicable phase of the project:

- Deliverable 1 - Project Work Plan
- Deliverable 2 – Status Reporting Plan
- Deliverable 3 - Issue Resolution Plan
- Deliverable 4 - Risk Management Plan
- Deliverable 5 - Configuration Management Plan
- Deliverable 6 – Security Management Plan
- Deliverable 7 - Change Management Plan
- Phase II Deliverable 8 – Requirements Traceability Matrix

3. Section VIII, Cost Information Submission, Phase I - Analysis is modified as follows:

Phase I	Estimated Hours	Unit Cost	Extended Cost	Less 20% Retainage	Payment Amount
Deliverable 1 - Project Work Plan					
Deliverable 2 – Status Reporting Plan					
Deliverable 3 - Issue Resolution Plan					
Deliverable 4 - Risk Management Plan					
Deliverable 5 - Configuration Management Plan					
Deliverable 6 – Security Management Plan					
Deliverable 7 - Change Management Plan					

Phase I	Estimated Hours	Unit Cost	Extended Cost	Less 20% Retainage	Payment Amount
Deliverable 8 – Requirements Traceability Matrix					
Deliverable 9 – System Inventory					
Deliverable 10 – Automated Interfaces Document					
Deliverable 11– IFL/Linux Platform Cost Benefit Analysis					
Deliverable 12 – Technical Environment Assessment and Recommendation					
Deliverable 13 – Technical Environment and Software Installation Report					
Other					
Phase I Not-to-Exceed Total					

4. **Section VIII, Cost Information Submission, Phase II – System Implementation/Configuration is modified as follows:**

Phase II Deliverables	Requirement
Deliverable 8 – Requirements Traceability Matrix	10.1.8
Deliverable 14 - Security Design Document	10.3.4
Deliverable 15 - Identity Management Document	10.3.5
Deliverable 16 - Interface Design Document	10.3.6
Deliverable 17 - Data Conversion/Migration Design Document	10.3.7
Deliverable 18 - Test Plan	10.4.3
Deliverable 19 - End-User Needs Assessment	10.4.4
Deliverable 20 - Knowledge Transfer Plan	10.4.5
Deliverable 21 - Business Continuity Plan	10.4.6
Deliverable 22 - System and Application Software Installation and Configuration Document	10.4.7
Deliverable 23 - Security Configuration Document	10.4.8
Deliverable 24 – Automated Interfaces Document	10.4.9

Deliverable 25 – Data Conversion Program Document	10.4.10
Deliverable 26 – Deployment Plan	10.5.1
Deliverable 27 – Test Scripts	10.5.2
Deliverable 28 – User Support Plan	10.5.3
Deliverable 29 – User and On-line Help Documentation	10.5.4
Deliverable 30 – Security Administration Guide	10.5.5
Deliverable 31 - Technical Documentation	10.5.6
Deliverable 32 - Operations Documentation	10.5.7
Deliverable 33 - Training Schedule, Curriculum, and Materials	10.5.8
Deliverable 34 - Conversion Data Report	10.5.9
Deliverable 35 - Knowledge Transfer Report	10.5.10
Deliverable 36 - Test Readiness Report	10.5.11
Deliverable 37 - User and System Acceptance Test Report	10.5.12
Deliverable 38 - System Performance and Tuning Report	10.5.13
Deliverable 39 - Production Cut-Over Procedure	10.5.14
Deliverable 40 - Post-Implementation Maintenance and Support Plan	10.6.1
Deliverable 41 - Transition-Out Plan	10.6.2
Deliverable 42 - Transition-Out Hand-Off Report	10.6.3
Deliverable 43 - Project Lessons Learned and Final Report	10.6.4

Vendor must include in their proposal a response to each amended requirement as listed above. Vendor must respond using the same terminology as provided in the original requirements.

RFP responses are due Monday, November 20, 2015, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Donna Hamilton at 601-432-8114 or via email at Donna.Hamilton@its.ms.gov.

cc: ITS Project File Number 41189